

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Kohl Center Events

Event Organizer/Sponsor UW Athletic Department

Is Organizer/Sponsor a 501(c)3 non-profit agency? Yes No

If Yes, provide State of Wisconsin Tax Exempt Number ES 40706

Address 601 West Dayton Street

City/State/Zip Madison, WI 53715

Primary Contact Todd Nelson FAX 608-265-4700

Work Phone 608-265-4133 Phone During Event 608-516-2301

E-mail tmn@athletics.wisc.edu

Website www.UWBadgers.com

Secondary Contact _____

Work Phone _____ Phone During Event _____

E-mail _____

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance 17,500 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours _____ to _____ Yes No

EVENT CATEGORY

Run/Walk Music/Concert Festival Rally Parking (i.e., bagging meters)

Other Arena Events

LOCATION REQUESTED

Capitol Square (note specific blocks below) Podium/700-800 State Street

30 on the Square (a.k.a. top of 100 block of State Street) Other (specific blocks/streets requested below)

Street Names and Block Numbers: See Addendum

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) _____ Rain Date(s) _____

Event Start Date(s)/Time(s) 9/1/2012 Set-Up Date(s)/Time for Event See Addendum

Event End Date(s)/Time(s) 8/31/2013 Take-Down Time See Addendum

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

_____ I/We waive the 21-day decision requirement. _____ (PLEASE INITIAL)

Your signature below indicates that you have read and understand the instructions and guidelines for a community event. Further, the person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved area. Falsification of information on the application will result in forfeiture of up to \$200 per falsified item.

In addition to the rules and regulations detailed in the permit application instructions and guidelines, Street Use Permits are subject to all applicable ordinances, statues and laws.

Signature _____ Date _____

ADDENDUM TO STREET USE PERMIT
("KOHL CENTER")

The following are details regarding the University of Wisconsin-Madison's ("UW") request on behalf of the Division of Intercollegiate Athletics and Department of Transportation Services for street closures, meter bagging, and traffic control during events at the Kohl Center and is intended to be consistent with the Kohl Center Transportation Management Plan:

- 1) EFFECTIVE DATE: This permit is effective August 20, 2012 through August 19, 2013.
- 2) UW ADMINISTRATOR: The following University staff person is responsible for day to day administration of this street use permit:

L. Kim Henderson
UW Transportation Services
Phone: 265-8003
Cell: 219-5743
Fax: 265-3424

- 3) KOHL CENTER SCHEDULE OF EVENTS: Attachment 1 to this Addendum is a list of currently scheduled Kohl Center events. If the UW adds events, such as additional concerts, it shall provide Kelli Lamberty with written or verbal notice, as soon as it is able.

Kelli Lamberty
Community Events Coordinator
210 MLK Jr. Blvd.
City County Building Room 104
Madison, WI 53703
Phone: 266-6033
Fax: 267-1162

- 4) STREET CLOSURES:
 - a) Frances Street from Dayton to railroad tracks.
 - UW to barricade entrance to Frances Street off Dayton.
 - b) East Campus Mall from Dayton to railroad tracks and Regent to rail road tracks.
 - UW to barricade entrance to East Campus Mall off Dayton, positioning barricade far enough in from intersection of Dayton and East Campus Mall so vehicles inquiring about accessible drop-off and parking in Lot 87 shall not block traffic on Dayton.
 - UW to barricade entrance to East Campus Mall off Regent in order to limit vehicle traffic allowing pedestrians to have access to underpass.

- c) Timing.
 - UW will erect barricades starting approximately 3.5 hours prior to an event.
 - For WIAA tournaments, UW will erect barricades for entire 3 days of each WIAA tournament (individual wrestling and boys/girls basketball).
- d) Staffing Barricaded Entrances.
 - Except for East Campus Mall off Regent, UW will staff each barricaded entrance starting when barricades are erected and until 15 minutes post event.
- e) Enforcement.
 - UW may provide ticketing and towing in the following locations during events:
 - 1) Dayton Street meters directly in front of the Kohl Center (9 meters).
 - 2) Frances Street meters South of Dayton Street (25 meters).
 - 3) Frances Street meters, directly outside of Lot 46 (3 meters).

It is essential that these areas are cleared in a timely manner in order to successfully operate the event. Ticketing and towing in these areas shall be in accordance with bagging meters as written in the street use permit.

- f) Signage.
 - UW to provide and erect signs indicating Frances Street and East Campus Mall are closed for Kohl Center events. On East Campus Mall/Dayton Street, UW to erect sign indicating access to accessible drop-off and parking in Lot 87.
- g) Equipment.
 - UW to provide all barricades and associated signage.

5) METER BAGGING

- a) Frances Street from Dayton Street to cul-de-sac.
 - UW to bag all meters on Frances Street from Dayton Street to cul-de-sac.
 - Bagged 4 hours prior to an event and removed by 7 am the following day.
 - For WIAA tournaments, starting at 7 am on the first day of a tournament or 4 pm on the day prior to tournament games that start before 11 am, UW will bag meters for entire 3 days of WIAA tournaments (individual wrestling and boys/girls basketball).
 - During WIAA tournaments/concerts, UW to use Frances St for bus/truck parking.
 - Except for WIAA tournaments and concerts, UW to use metered spaces for staff parking, which it shall control through issuance of hang-tag parking permits.
- b) Frances Street (west side) between University Avenue and Johnson Street.
 - UW to bag 3 meters on west side of street, adjacent to UW Lot 46, which shall provide two lanes on Frances Street for vehicles exiting Lot 46.
 - Bagged 4 hours prior to an event and removed by 7 am the following day.

- c) Dayton Street in front of Kohl Center.
 - UW to bag all meters on south side of Dayton in front of Kohl Center.
 - Bagged 5 hours prior to an event and removed by 7 am the following day.
 - For events occurring on Sunday, bags will be placed on meters by 3:00 p.m. on the previous Saturday. Bags will remain in place until the end of the event on Sunday.
 - For WIAA tournaments, starting at 7 am on the first day of any tournament or 4 pm on the day prior to tournament games that start before 11 am, UW will bag meters for entire 3 days of each WIAA tournament (individual wrestling and boys/girls basketball).
 - Bags to say “NO PARKING”
 - UW to use metered spaces as a drop zone for bus passengers and other vehicular passengers including persons with accessible needs.
 - UW will not use Dayton Street for WIAA bus parking. UW will park WIAA buses on Frances Street and in Lot 60 or other UW lots, as it deems necessary.

- d) East Campus Mall from Regent to railroad tracks.
 - For WIAA tournaments, UW to bag all meters.
 - 4 hours prior to an event.

- e) Enforcement.
 - UW may provide ticketing and towing of all bagged meters.

- f) Equipment.
 - UW to provide vinyl bags, which can be locked in place.
 - UW to provide Bill Putnam, City Parking Division, with master key for all locks.

6) TRAFFIC CONTROL

- a) UW’s Police and Security, through Lt. Jason Whitney (265-3189), and, as is necessary, with the assistance of City of Madison Police, through Sgt. John Radovan (266-4613), will coordinate, on an on going basis, the need for staff to control vehicular and pedestrian traffic at the following intersections:
 - Dayton Street and East Campus Mall
 - Dayton Street and Lake Street
 - Dayton Street and Frances Street
 - Johnson Street and Lake Street
 - Johnson Street and Frances Street

- b) Additionally, as may be needed, the City of Madison and UW will determine whether to control vehicular or pedestrian traffic crossing at other intersections.

7) COORDINATION OF CITY OF MADISON AND UW STAFF

- a) Meeting Schedules: City of Madison and UW staff to meet regularly as part of the Transportation Management Planning Committee schedule.
- b) City of Madison and UW may request additional meetings as may be necessary.
- c) Representatives of the following departments will attend regular monthly meetings:

City of Madison

City Traffic Engineering
City Parking Division
Madison Police, Control and Parking
Madison Metro

University

Division of Intercollegiate Athletics
Transportation Services
Department of Police and Security

Attachment 2 is a list of City of Madison and UW personnel currently connected with street usage and traffic control during Kohl Center events.

8) EVENT-ALERT SYSTEM

UW shall use an event-alert system whereby it shall inform, via email, pertinent staff for the UW, City of Madison, and external vendors information related to concerts and other special events. Information shall regard capacity attendance, projected attendance, starting and ending times, and other information which may be relevant.

Attachment 3 is the current list of email recipients for the event-alert.

9) EVENT PROFILES

Attachment 4 to this addendum outlines steps taken by the UW in preparing for and executing an event as it relates to this Street Use Permit. These event profiles are organized by the type of event, for example UW sporting events, concerts (and other special events), and WIAA tournaments.

10) PARKING INVENTORY (Revised July 2012)

Below is a list of parking spaces that the UW may have to sell for Kohl Center events. These parking spaces are located in UW lots and privately owned lots that the UW has on contract.

<u>Parking Lot</u>	<u>12-13 Capacity</u>
7	437
17	878
29	360
44	69
46	764
48	11
51	79
69	15
78	10
87	30
91	319
94	27
UW Health	450
Madison Medical	400
Group Health	40
Frances Street	25
Shaughnessy	64
Uhaul	50
Alexander	400
Depot	55
Doubletree	25
Total	4508

ATTACHMENT #1

2012-2013 Wisconsin Men's Basketball Schedule

<u>Date</u>	<u>Day</u>	<u>Opponent</u>	<u>Time (CST)</u>
November			
11/7/2012	Wednesday	UW-Oshkosh	TBD
11/11/2012	Sunday	Southeastern Louisiana	TBD
11/18/2012	Sunday	Cornell	TBD
11/20/2012	Tuesday	Presbyterian	TBD
11/28/2012	Wednesday	Virginia	TBD
December			
12/2/2012	Sunday	California	TBD
12/4/2012	Tuesday	Nebraska-Omaha	TBD
12/12/2012	Wednesday	Green Bay	TBD
12/22/2012	Saturday	UW-Milwaukee	TBD
12/29/2012	Saturday	Samford	TBD

January

February

March

*Additional games to be added when they become available.

All Times are Central and Subject to Change

ATTACHMENT #1 (CONTINUED)

2012-2013 Wisconsin Women's Basketball Schedule

<u>Date</u>	<u>Day</u>	<u>Opponent</u>	<u>Time (CST)</u>
November			
11/1/2012	Thursday	UW-LaCrosse	TBA
11/4/2012	Sunday	Concordia St. Paul	TBA
11/11/2012	Sunday	UW-Milwaukee	TBD
11/21/2012	Wednesday	Washington	TBD
11/25/2012	Sunday	Evansville	TBD
December			
12/1/2012	Saturday	Alabama	TBD
12/5/2012	Wednesday	Marquette	TBD
12/10/2012	Monday	Florida Atlantic	TBD
12/15/2012	Saturday	Eastern Illinois	TBD (Field House)
12/23/2012	Sunday	Green Bay	TBD

January

February

March

*Additional games to be added when they become available.

All Times are Central and Subject to Change

ATTACHMENT #1 (CONTINUED)

2012-2013 Wisconsin Men's Hockey Schedule

<u>Date</u>	<u>Day</u>	<u>Opponent</u>	<u>Time (CST)</u>
October			
10/6/2012	Saturday	U.S. Under-18 Team	8:00pm
November			
11/2/2012	Friday	Colorado College	7:00pm
11/3/2012	Saturday	Colorado College	7:00pm
11/23/2012	Friday	Minnesota State	7:00pm
11/24/2012	Saturday	Minnesota State	7:00pm
December			
12/7/2012	Friday	Michigan Tech	7:00pm
12/8/2012	Saturday	Michigan Tech	7:00pm
12/13/2012	Thursday	Alabama Huntsville	7:00pm
12/14/2012	Friday	Alabama Huntsville	7:00pm
January			
1/18/2013	Friday	Miami	7:00pm
1/19/2013	Saturday	Miami	7:00pm
1/25/2013	Friday	Alaska Anchorage	7:00pm
1/26/2013	Saturday	Alaska Anchorage	7:00pm
February			
2/8/2013	Friday	Bemidji State	7:00pm
2/9/2013	Saturday	Bemidji State	7:00pm
2/15/2013	Friday	Minnesota	7:00pm
2/24/2013	Sunday	Penn State	7:00pm
2/25/2013	Monday	Penn State	7:00pm
March			
3/15/2013	Friday	*WCHA Tournament Playoffs	7:00pm
3/16/2013	Saturday	*WCHA Tournament Playoffs	7:00pm
3/17/2013	Sunday	*WCHA Tournament Playoffs	7:00pm

*Pending season standings

All Times are Central and Subject to Change

ATTACHMENT #1 (CONTINUED)

2012-2013 Wisconsin Women's Hockey Schedule

<u>Date</u>	<u>Day</u>	<u>Opponent</u>	<u>Time (CST)</u>
October			
10/19/2012	Friday	Bemidji State	7:00pm
10/21/2012	Sunday	Bemidji State	2:00pm
10/26/2012	Friday	University of New Hampshire	7:00pm
10/28/2012	Sunday	University of New Hampshire	2:00pm
November			
11/03/2012	Saturday	Minnesota State University	2:00pm
11/04/2012	Sunday	Minnesota State University	2:00pm
11/23/2012	Friday	St. Cloud State University	2:00pm
11/24/2012	Saturday	St. Cloud State University	2:00pm
December			
12/08/2012	Saturday	University of North Dakota	2:00pm
12/09/2012	Sunday	University of North Dakota	2:00pm
January			
1/04/2013	Friday	TBD	7:00pm
1/05/2013	Saturday	TBD	7:00pm
1/11/2013	Friday	Ohio State University	7:00pm
1/12/2013	Saturday	Ohio State University	7:00pm
1/26/2013	Saturday	University of Minnesota	2:00pm
1/27/2013	Sunday	University of Minnesota	2:00pm
February			
2/1/2013	Friday	TBD	7:00pm
2/2/2013	Saturday	TBD	7:00pm
2/16/2013	Saturday	University of Minnesota Duluth	2:00pm
2/17/2013	Sunday	University of Minnesota Duluth	2:00pm
3/1/2013	Friday	*WCHA Tournament Playoffs	TBD
3/2/2013	Saturday	*WCHA Tournament Playoffs	TBD
3/3/2013	Sunday	*WCHA Tournament Playoffs	TBD

*Pending season standings

All Times are Central and Subject to Change

ATTACHMENT #1 (CONTINUED)

**2012-2013 Wisconsin Football Schedule
Camp Randall Stadium**

<u>Date</u>	<u>Day</u>	<u>Opponent</u>	<u>Time (CST)</u>
September 1	Saturday	Northern Iowa	2:30pm
September 15	Saturday	Utah State	7:00pm
September 22	Saturday	UTEP	TBA
October 6	Saturday	Illinois	2:30pm
October 20	Saturday	Minnesota	TBA
October 27	Saturday	Michigan State	2:30pm
November 17	Saturday	Ohio State	TBA
April 20, 2013	Saturday	Spring Game	1:00pm

All Times are Central and Subject to Change

ATTACHMENT #1 (CONTINUED)

Concert and Special Event Tentative Schedule

As of the application date for this street use permit the following concerts and special events have been scheduled at the Kohl Center:

<u>Date</u>	<u>Day</u>	<u>Event</u>	<u>Time</u>
August 31, 2012	Friday	Chancellor's Convocation	10:30am
December 16, 2012	Sunday	UW Winter Commencement	10:00am, 2:30pm
April 18, 2013	Thursday	UW Band Concert	7:30pm
April 19, 2013	Friday	UW Band Concert	7:30pm
April 20, 2013	Saturday	UW Band Concert	7:30pm
May 17, 2013	Friday	UW Spring Commencement	5:00pm
May 18, 2013	Saturday	UW Spring Commencement	10:00am, 2:30pm
May 19, 2013	Sunday	UW Spring Commencement	10:00am, 2:30pm
June 14, 2013	Friday	MMSD Graduations	5:00pm, 8:00pm
June 15, 2013	Saturday	MMSD Graduations	1:00pm, 4:00pm

New events are subject to be added and are sent out through the event alert e-mail communication.

All Times are Central and Subject to Change

ATTACHMENT #1 (CONTINUED)

**WIAA GIRLS AND BOYS SCHEDULES
STATE TOURNAMENTS AT ATHLETIC DEPARTMENT FACILITIES**

Football	November 15-16, 2012	Thursday – Friday	Camp Randall Stadium
Individual Wrestling	February 21-22-23, 2013	Thursday – Saturday	Kohl Center
Team Wrestling	March 1-2, 2013	Friday – Saturday	Field House
Boys Basketball	March 7-8-9, 2013	Thursday – Saturday	Kohl Center

ATTACHMENT #2

TRANSPORTATION MANAGEMENT PLANNING COMMITTEE
(Revised July 2012)

CITY OF MADISON

Mark Winter	City Traffic Eng., Control	266-6543
Brian Smith	City Traffic Eng., Control	261-9625
Kelli Lamberty	Community Events Coordinator	266-6033
Bill Knobloch	Parking Operations Manager	266-4761
Bill Putnam	City Parking Division	266-6528
Capt. Carl Gloede	City of Madison Police	261-9274
Lt. Dave McCaw	City of Madison Police	266-4482
Stefanie Niesen	City of Madison Parking Enforcement	266-4623
Asst. Chief Gregg Knudtson	City of Madison Fire Department	266-5959
Drew Beck	Madison Metro	266-6599

UNIVERSITY OF WISCONSIN

L. Kim Henderson	Transportation Services	265-8003
Patrick Kass	Transportation Services	265-3200
Todd Nelson	UW Athletics	265-4133
Andy Zywicki	UW Athletics	265-7941
Lt. Jason Whitney	UW Police	265-3189
Chief Brian Bridges	UW Police	265-0077

ATTACHMENT #3

EMAIL LIST for EVENT-ALERT
(Revised July 2012)

CITY OF MADISON

Mark Winter	mwinter@cityofmadison.com
Brian Smith	bsmith@cityofmadison.com
Kelli Lamberty	klamberty@cityofmadison.com
Bill Putnam	bputnam@cityofmadison.com
Bill Knobloch	bknobloch@cityofmadison.com
Capt. Carl Gloede	cgloede@cityofmadison.com
Lt. Dave McCaw	dmccaw@cityofmadison.com
Stefanie Niesen	sniesen@cityofmadison.com
Asst. Chief Gregg Knudtson	gknudtson@cityofmadison.com
Drew Beck	dbeck@cityofmadison.com

UW TRANSPORTATION SERVICES

L. Kim Henderson	lhenderson@fpm.wisc.edu
Patrick Kass	pkass@fpm.wisc.edu

UNIVERSITY OF WISCONSIN

Todd Nelson	tmn@athletics.wisc.edu
Lt. Jason Whitney	jwwhitney@wisc.edu
Chief Brian Bridges	bbridges@wisc.edu

EVENT CONTACT PHONE LIST

PRIOR TO AN EVENT:

Todd Nelson	Assistant Athletic Director - Event Operations	265-4133
Brian Moore	Assistant Athletic Director - Ticket Operations	265-4139
Patrick Kass	Transportation Services Director	265-3200
L. Kim Henderson	Transportation Services Special Event Manager	265-8003
Lt. Jason Whitney	UW Police and Security	265-3189
Capt. Carl Gloede	City of Madison Police	261-9274
Lt. Dave McCaw	City of Madison Police	266-4482
Stefanie Niesen	City of Madison Parking Enforcement	266-4623
Asst. Chief Gregg Knudtson	City of Madison Fire Department	266-5959

ATTACHMENT #3 (CONTINUED)

DURING AN EVENT:

- Transportation Services – Special Events 575-5278 (cell)
- Responsible for the management of the parking lots by supplying management/parking lot staff and equipment, as well as bagging meters.
 - Supplies enforcement personnel for the parking lots (includes ticketing and towing from both University and private lots).
 - Responsible for the daily administration of the street use permit.
 - Can be reached until 15 minutes after an event begins, then contact Arena Control.

- Arena Control – Kohl Center 265-4704
- Responsible for bagging / removing bags from city meters.
 - Responsible for any event concerns at the start of an event. They are responsible for trash pick-up in the private lots after the event.
 - All neighborhood parking concerns should be called into this number.

- Traffic Control 265-4704
- Responsible for coordinating traffic control for events.
 - Determines staff needs to assist with vehicular and pedestrian traffic.
 - Can be contacted by calling the University Police non-emergency number or by contacting Arena Control.
 - Both City of Madison and University Police assist with event traffic needs.

- City of Madison Police Control and Parking 266-4575
- Responsible for coordinating traffic control for events with UW Police.
 - Responsible for controlling parking on city streets.

ATTACHMENT #4

EVENT PROFILE FOR MEN'S/WOMEN'S BASKETBALL/HOCKEY

COMMENTS: All four of these seasons are similar in preparation and management.

TIME LINE:

Two (or more) months prior:

- Event calendar is completed and dates are finalized.
- Private lot contracts are put together.
- Artwork is prepared and permits are ordered.
- Customer lot application forms sent out as well as staff complimentary parking assigned.
- Signs with the dates of the event are posted at the entrance to each parking lot used for this event. This lets the general public know that the lot is going to be used for a special event and not general public parking on the listed dates.

One month prior:

- Lots are assigned and permits are mailed to customers.
- Lot attendants are scheduled and assigned to lots.
- Lot equipment needs are determined and ordered.

Day before an event:

- Unused parking permits are returned to Transportation Services from the Athletic Ticket Office to sell the day of the event.
- Cash slips are prepared and permits are inventoried by Transportation Services.
- Specific lot instructions are prepared and tailored to each lot being used for that event.

Day of an event:

- Transportation Services and Arena Control bag meters 5 hours prior to the event start time.
- Lot attendants report 3.5 hours prior to the event to receive instructions, permits and equipment. They then proceed to their scheduled lot.
- 3.5 hours prior to the event start, barricades are erected in lots and on streets.
- Lots are staffed until 15 minutes after an event begins, then equipment taken down/returned.
- Permits are inventoried and cash is counted.

Post event:

- Event expenses and revenue are reviewed and reported to the Athletic Department from Transportation Services.
- Regular monthly TMP meetings are held to discuss event recaps.
- Future press releases are discussed and put together based on event recaps.

ATTACHMENT #4 (CONTINUED)

EVENT PROFILE FOR CONCERTS AND SPECIAL EVENTS

TIME LINE:

Two (or more) months prior:

- Private lots are contacted for permission to use their lots for this event.

One month prior:

- Event is scheduled and put on the event alert system.
- Tickets go on sale and parking is sold at the Athletic Ticket Office
- Lot attendants are scheduled and assigned to lots.
- Lot equipment needs are determined and ordered.

Day before an event:

- Unused parking permits are returned to Transportation Services from the Athletic Ticket Office to sell the day of the event.
- Cash slips are prepared and permits are inventoried by Transportation Services.
- Specific lot instructions are prepared and tailored to each lot being used for that event.

Day of an event:

- Transportation Services/Arena Control bag meters 5 hours prior to the event start time.
- Lot attendants report 3.5 hours prior to the event to receive instructions, permits and equipment. They then proceed to their scheduled lot.
- 3.5 hours prior to the event start, barricades are erected.
- Lots are staffed until 15 minutes after an event begins, then equipment taken down/returned.
- Permits are inventoried and cash is counted.

Post event:

- Event expenses and revenue are reviewed and reported to the Athletic Department from Transportation Services.
- Regular monthly TMP meetings are held to discuss event recaps.
- Future press releases are discussed and put together based on event recaps.

ATTACHMENT #4 (CONTINUED)

EVENT PROFILE FOR WIAA WRESTLING AND GIRLS/BOYS BASKETBALL

TIME LINE:

Three (or more) months prior:

- Event is scheduled and put on the event alert system
- Private lots are contacted for permission to use their lots for this event.
- Transportation Services ensures that shuttles are coordinated through private vendors and shuttle sites are arranged (Alliant Energy Center or other remote parking lots).

One month prior:

- Parking permits are issued to WIAA staff from Transportation Services.
- Lot attendants are scheduled and assigned to lots.
- Lot equipment needs are determined and ordered.
- Permit holder letters are sent to inform employees in lots that WIAA is taking place and alternate parking lots are provided during these times.
- Meeting set with TMP to discuss WIAA parking arrangements.
- Meeting with UW Police, Per Mar, Transportation Services, and Kohl Management to discuss school bus parking plan.

Week of the event:

- Schools participating in the event are sent parking information with their packets from the WIAA office. This information is coordinated through the Ticket Office and Transportation Services.
- Press releases are sent out detailing parking options for the tournaments.

Day before an event:

- Cash slips and permits are prepared by Transportation Services.
- Specific lot instructions are prepared and tailored to each lot being used for that event.
- Transportation Services and Arena Control bag meters by 2:00 p.m. since the event begins before 11:00 a.m. the following day. Meter bags will remain on for the entire three days.

Day of an event:

- Lot attendant's report at 6:30 a.m. to receive instructions, permits, and equipment. They then proceed to their scheduled lot and erect barricades in lots and on streets.
- Parking is sold in lots where space is available. Lot attendants have radio contact with a supervisor to assist with lot availability. When lots are full the lot attendant hands out maps to assist spectators with finding alternate parking (city ramps, private lots etc.).
- Lots staffed 15 minutes after last session of day begins, equipment taken down/returned.
- Permits are inventoried and cash is counted.
- Day of event operating procedures are followed all three days of the tournament.

Post event:

- Regular monthly TMP meetings are held to discuss event recap.